

MEMORANDUM FOR: Deputy Director for Intelligence

ATTENTION : Senior Training Officer

SUBJECT : Announcement of Special Three-day Briefing - July 1964

1. A special three-day briefing course has been developed for Agency employees who are scheduled to attend the Senior War Colleges, the Senior Seminar in Foreign Policy, and the Advanced Management Program at Harvard, during FY 65. This course will be given on 13, 14, and 15 July 1964, in the Headquarters Building, Langley.

2. The course content is the result of the experiences and ideas of former students in these schools and is designed to help the candidates represent the Agency in the best possible light. The Deputy Director for Central Intelligence has stated "that candidates recommended for selection be fully representative of the type of people we pride ourselves on having in the Agency. They should have a good knowledge of the entire operation of the Agency and be fully capable of standing up on their two feet and representing the Agency in any discussion." This course represents a step toward that goal.

3. One of the speakers will be the Executive Director. He has taken time from his very busy work schedule to participate because he feels this course is necessary and is important. He has asked that all candidates be present for the three days, adjusting their leave schedules, if necessary, to insure attendance.

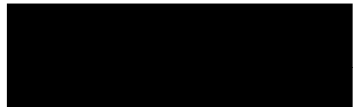
4. This special course is not a substitute for the Clandestine Services Review or the Intelligence Review, so candidates should, if at all possible, arrange to take these courses as recommended by the Director of Personnel in his letters to them dated 29 October 1963.

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5. I would appreciate it if you would see that the employees scheduled for attendance at the above named schools in your component either read this memorandum, or be apprised of its contents. For your information, these employees are:

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SD:ER; OCE
SD:C; OCE

MATTHEW BAIRD
Chairman,
Training Selection Board

cc: Heads of Research and Reports Career Service
Central Reference Career Service

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